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Grafton Affordable Housing Trust  
30 Providence Road  
Grafton, MA 01519

## Meeting Minutes

January 13, 2016

A meeting of the Grafton Affordable Housing Trust was held on January 13, 2016 in Conference Room A of the Grafton Memorial Municipal Center.

Present: Chairman John Carlson, Treasurer Dan Crossin, and Members Mary Campbell (joined the meeting at 7:20 p.m.) and Bruce Spinney. Also present were Ann Morgan, Assistant Town Planner.

Chairman Carlson called the meeting to order at 7:04 p.m.

### 1. Action Items

- a. Worcester District Registry of Deeds – Vote to Modify the Declaration of Trust and ratify Town Meeting Action to expand the membership of the Trust. Ms. Morgan noted that all members of the Trust had to be present to sign the prepared form. The Trust could not take action due to the absence of two members. Item was tabled to the next meeting.
- b. Open Session Meeting Minutes – none available; item tabled to next meeting.

### 2. Treasurer's Report

Mr. Crossin noted that he had met with the Town Accountant. Together they reviewed the various reports regarding the Trust accounts including expenditures, Trust fund interest and the difference between the CPC funds from the Affordable Housing reserves and the Pulte settlement funds. He questioned the interest on funds through the Bartholomew fund. Mr. Crossin explained that the nature of the investment with regards to municipal finance requirements and stated that it was a stable and sound investment option for the Trust at this time. It was noted that the two fund income sources, CPA funds and the Pulte settlement funds, were accounted for differently as the CPA funds are restricted by State law and Department of Revenue guidelines. The Pulte funds are not restricted in the same manner. Additional future income not related to CPA funds would be accounted for in the same account as the Pulte funds. Mr. Carlson noted that several years ago an affordable unit was sold at market rate for which the Trust received a portion of the difference in accordance with the deed rider. These funds should also be counted in the unrestricted category.

### 3. Old Business

- a. Community Forum – Outreach; The Trust reviewed the scope of the upcoming workshop which is now scheduled for February. Ms. Morgan reviewed some of the event planning details including location, time and staff coordination with the consultant, Jennifer Goldson. Invitations to key Boards and Committees will be mailed directly. Ms. Morgan reviewed the list she had developed and the Trust added additional names and boards / committees to be invited. A full list of invitees will be distributed to the Trust. Mr. Carlson noted that it will be important for each Trustee to reach out to any and all who might be interested in attending.

Mr. Spinney noted that he updated the Board of Selectmen about the upcoming forum at a recent meeting. He plans to provide the Selectmen with regular updates in order to improve the Trust's visibility and build a working relationship. He noted that with the influx of funds as result of the Pulte settlement that the Trust was in a strong position to think and act on a larger scale. The Selectmen will be key partners when looking at Town owned land for future projects.

Mr. Carlson suggested that the Trust take action to state their intention to seek out a Town owned parcel of land for the upcoming May Town Meeting. Staff noted that, given the time line for submission to the warrant for Town Meeting, that the May 2016 Annual Town Meeting could be problematic. Mr. Carlson agreed but noted that the time to act was at hand that a letter stating the Trust's intention to obtain a Town owned parcel should be actively pursued.

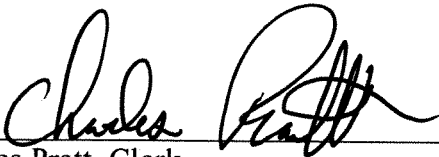
Motion to authorize the Chairman to send a letter to the Board of Selectmen requesting agenda time to discuss potential Town owned parcels for development of affordable housing made by Mr. Spinney, seconded by Mr. Crossin. Motion passed unanimously, 4-0.

- b. Review of Stakeholder Interview Results – Mr. Carlson briefly reviewed the results from the interviews conducted by the consultant and her team. He noted that the Trustees should spend some time reading and thinking about the information for the next meeting as there are a number of issues that will need to be addressed particularly with regards to future public outreach and education.
- c. Trust Vacancy – Ms. Morgan noted that the vacancy had been submitted to the Office of the Town Administrator for advertisement.

#### 4. Adjournment

Motion to adjourn the meeting made by Mr. Spinney, seconded by Mr. Crossin. Motion passed unanimously, 4-0. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Charles Pratt, Clerk

#### EXHIBITS

- Action Plan – Stakeholders Interview List, December 2015; spreadsheet; 1 page.
- Report; Stakeholder Interviews – Summary of Findings, prepared by JM Goldson 12/17/15; 7 pages.
- Town of Grafton Department Revenue and Expenditure Report from 07/01/2015 to 01/11/2016; 3 pages.